



YAXHAM PARISH CHARITY

MINUTES OF THE MEETING OF THE PARISH COUNCIL TO CONSIDER YAXHAM PARISH CHARITY BUSINESS

Held in Myhill Room at Yaxham Village Hall at 7pm on Wednesday 22nd May 2024

Present: Maggie Oechsle (MO) Chairman, Ben Conway (BC), Bob Gust (BG), Gary Davison (GD), Graham Howe (GH), Chris Couves (CC) and Paul Bone (PB)

In attendance: the Clerk and 5 members of the public

1. Chairman's Opening Remarks

Chairman welcomed everyone and informed them that the meeting was being recorded.

2. Apologies

None.

3. Declarations of Interest

BG declared an interest in item 8a.

PB, GH and MO declared an interest in 8b.

4. Public Session (for Charity matters only)

Peter Lowings wanted to comment on item 8b, he feels the Trustees should know that he feels the Parish supports the Neighbourhood plan and would be disappointed if the Trustees didn't consider giving funds towards this as it is a worthy cause.

5. Minutes of Previous Meetings

The minutes of the previous meeting held on 24th January 2024 were approved. Proposed by GH, seconded by PB and all agreed.

Matters arising from the minutes of the previous meeting not considered elsewhere on the agenda.

CC noted that a Christmas tree had not been added. The location and different lighting options were discussed. The Clerk to add this to the next agenda.

6. Community Car Scheme Update

There are 7 regular drivers, 4 have now completed their DBS checks and are certified, one is still in the process and is awaiting authorisation. Two are still waiting for their DBS's to be started, but this will be done shortly.

7. Finance

a. To note any payments (* - already paid)

To	Detail	£ Total
Unity Bank	Service charge	18.00
Yaxham Parish Council	Clerking Charge to 31 st March 2024	364.00

- b. To note any receipts

From	Detail	£ Total
CCLA	Dividend paid in the period	2,734.28
Unity Bank	Interest received in the period	233.43

- c. Bank and COIF investment position

This was circulated prior to the meeting.

- d. To consider percentage of Parish Council's expenses to be paid by the Charity

The Clerk reported that while updating the Charities policies Community Action Norfolk said as a matter of good practice the Council's fee to the Charity should include the laptop and any other expenses incurred by the Parish Council. This could be worked out as a percentage of the time the Clerk invoices for administration. The Clerk had worked out this percentage to be 11%. This was considered to be reasonable, and all agreed this would be included in the new policies and the next invoice to the Charity from the Parish Council.

- e. Charity Auditor

It was resolved to re-appoint Robin Goreham as Charity auditor.

- f. Financial Monitoring Officer's report

PB reported everything was in order.

8. To consider any current submitted grant applications

- a. YVAA Trustees Grant application – to install a new heating system in the David Myhill room

The application from the YVAA had been circulated prior to the meeting and was discussed.

It was agreed to go with JGAS Air conditioning, and this would cost £1,769.58 excl VAT. Proposed by GH, seconded by PB and all agreed BG abstained.

- b. NP4Yaxham Working Group Grant application – to cover the cost of Planning Consultant to complete the review of the Neighbourhood Plan

The Chair of the Neighbourhood plan working group Gary Osborn gave a brief outline of the application which had been circulated prior to the meeting. He explained they hadn't changed the design element of the policy therefore they could not apply for further funds from Locality. The Planning Consultant had estimated to finalise the review at a cost of a further £5,000.00.

After a discussion it was agreed to approve the application for £5,000 to be used as and when needed. Proposed by BC, seconded by GD and agreed by BG and CC.

9. To note any other items for inclusion on the agenda of the next meeting

Christmas Tree

10. To note the date of next meeting – 24th July 2024

The Chair closed the meeting at 19.27pm